



## Statistical Annual Report of Public Library Services

### General Instructions

Fiscal Year 2012

Cities: July 1, 2011 – June 30, 2012

Counties: January 1, 2012 – December 31, 2012



### A New Tool

- We have a new web-based tool to collect, analyze, and report your statistical data of public library services. The program is called *LibPAS* and it is developed by the company Counting Opinions. You can access your survey at <http://ut.countingopinions.com> or from the State Library Statistics web page.
- The State Data Coordinator at the State Library will be happy to answer your questions about using *LibPAS* and filling out the survey. Call the direct number **801-715-6769**, the toll-free line **800-662-9150** or e-mail at [jtleee@utah.gov](mailto:jtleee@utah.gov)

### Orientation

- You can watch short orientation screencasts at:
  - <http://library.utah.gov/programs/development/statistics/knowledge.html>
- These clips provide:
  - Instructions for using the *LibPAS* online tool
  - A review of the survey and data elements
  - Tips for avoiding common errors

### Why Do We Collect Statistics?

The State Library annually collects statistical data from all public libraries for three purposes:

- To report the progress of Utah's public libraries to the Institute of Museum and Library Services (IMLS) and the US Congress.
- To report to the State Legislature the condition of public library service in Utah; and
- To provide local government officials, library trustees, directors, and staff with meaningful data for planning and evaluation of library services.

## Critical Guidelines

- The blank *Data Collection Form* is particularly useful in the *Revenue and Expenditures* section (questions #300-405). It provides visual clues on the relationships between **Operating Revenue** and **Operating Expenditures**, and between **Capital Revenue** and **Capital Expenditures**.
- Where total annual figures are requested, please use figures for the entire fiscal year for your library. Where a simple count is requested, it should represent the count as of the end of the fiscal year.
- **Adherence to definitions is extremely important** to ensure comparability of data among different libraries and states. Definitions for Utah data elements are based on the definitions established by the IMLS Public Library Survey.
- **Estimates are OK** if exact data are not available. If an exact figure is not available for a particular item, but you know that the amount is greater than zero, enter an estimate of the amount. **Remember that this data will be published** and available to your city/county officials, trustees, national researchers and the general public.
- Enter “0” if the appropriate amount for an item is zero or none, and “N/A” if the figure is not available and you cannot estimate. For example: Under *Programs*, if you did not have any children’s programs, the answer is zero. If you had some children’s programs but did not keep track of how many, the answer is N/A, if you cannot estimate. Please note that all fields must be filled in prior to submitting the report.
- The population given for your library’s legal service area is based on the latest U.S. Census Bureau population estimates.
- Note that in the *Revenue and Expenditures* section the amounts in questions #304.5 and #358 **must match** each other.
- If your data is outside the expected range, *LibPAS* will show an “Edit Check.” Please double-check that particular entry and correct it if necessary. If the figure you are reporting is verified to be correct, please add a “Federal Note” explaining why your figure is outside the expected range.
- When you are done entering all data into the survey, please verify that:
  - All edit checks have been reviewed and annotated as needed
  - All questions have been answered
- Print or save a PDF copy of your report before submitting the survey.